

Operations

The Operations team provide an important and vital role within SHPS, their main role is to:

- Process non-catalogue requisitions into purchase orders
- Obtain competitive or sole source quotes for required items
- Source requirements
- Investigate invoice price queries
- Provide day to day general procurement advise
- Provide day to day assistance with Oracle
- Supplier Management within Oracle
- Work with SHPS Contracting Team

All in line with the respect trusts SFI's/SO

IT Projects & Systems

Responsible for managing all the electronic purchasing supplies systems and in-house training for customers using Oracle and NHS SC. We also help in the creation and operation of any new Procurement related computer systems to aid our staff and the Trusts.

Databases

- Contracting Work plan
- Performance Analyst (KPI) – Business intelligence Reports
- Operation Team & Contracts
- Creation and maintenance of SHPS Websites (Internal and external)

Oracle

- Provide Oracle System Administration
- Catalogue Management
- Masking
- Punch-Out
- Integration as part of DOH GS1/PEPPOL recommendation
- Provide reports and report training (Oracle Discoverer) to end users/budget managers
- Manage the Bluespier interface and investigate and correct any errors
- Load the NHS SC transaction files and Invoices on a weekly basis and investigate and correct any errors – working closely with Trust AP Teams
- Monthly Oracle Training Sessions
- Provide KPI reporting on a Monthly basis.



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